

INTERNATIONAL BUSINESS MACHINES CORPORATION

1220 NINETEENTH STREET, NORTHWEST
WASHINGTON 6, D. C.

January 29, 1959

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Records Management Office
Central Intelligence Agency
2430 E Street, N. W.
Washington 25, D. C.

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You and members of your staff are cordially invited to a Business Machine Management Seminar, conducted by the Electric Typewriter Division of IBM, with the cooperation of the National Archives and Records Service.

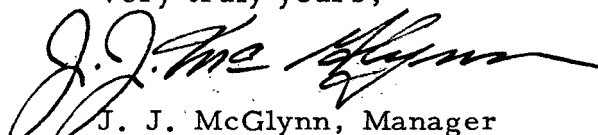
Date: Wednesday, February 11 and
Thursday, February 12.
Place: National Archives Auditorium - 5th Floor
8th Street and Pennsylvania Avenue.
Time: 10:00 A.M.
The presentation will last approximately
45 minutes, followed by a new products
display.
Refreshments will be served.

The seminar will present new methods of integrating source documents into a data processing system, using the new IBM Electronic Typing Calculator. Some of the exciting features of this machine are simultaneous calculation, magnetic core storage and automatic card punching. It will also show the role of Electric Typewriters in the overall concept of automation.

Please call REpublic 7-3705, Ext. 323, Mrs. Joanne Connor and let us know how many will attend, and on what day so that we may plan accordingly.

We look forward to meeting you on the 11th or 12th.

Very truly yours,


J. J. McGlynn, Manager
Electric Typewriter Division